



Career Opportunity

**Easement Program Assistant
(Historian/Archaeologist & Preservationist II)
Payband 4**

Position #00054

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

Salary negotiable to \$45,000

Position Description

Are you seeking an interesting opportunity to participate in Virginia's historic preservation and land conservation efforts? If so, the Department of Historic Resources has a position for you. This position offers a career opportunity for an individual with strong analytical skills to provide key support to the Easement Program by reviewing incoming easement applications and preparing information for consideration by Department staff and the Board of Historic Resources. Duties include: analyze easement applications and associated documentation, such as title documentation, historic records and documentation, and land use history; follow up with applicants to obtain additional required documentation; prepare summary of proposed project; and develop presentations for consideration by Easement Acceptance Committee and Board of Historic Resources. Duties also include research, written correspondence, meetings, and telephone consultation. The position will also provide general program support to Easement Program. The selected candidate will also have the opportunity for additional assignments.

Qualifications Guide

Considerable understanding of local planning concepts and practice; historic preservation philosophy and practice; and historic preservation and conservation easement best management practices. Considerable knowledge of the easement donation process, and documentation and information required to fully understand the property history, land use, and conservation values. Demonstrated ability to communicate effectively with colleagues and the public verbally and in writing; and to instruct/guide others positively. Strong attention to detail and ability to analyze complex documents. Applicants must meet the Secretary Of the Interior's Professional Qualifications Standards in Architectural History, Historic Architecture, or Archaeology. Limited teleworking may be possible; approval is at the discretion of the supervisor only after the employee has successfully worked for the agency of a time no less than 6 months. The selected candidate will be required to complete a criminal background check and to file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license and a criminal background check required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system at <http://jobs.virginia.gov/> by Thursday, December 21, 2017.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.